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ABSTRACT

A continuing education program in health systems management and administration, conducted for tribal and Indian Health Service (IHS) personnel, is described in this catalog. The first section states the goals of the program, which provides, on a national level, training to help tribes and tribal organizations administer health programs and to upgrade the administrative skills of IHS personnel. Section II describes enrollment procedures, lists permanent training staff and their qualifications, and provides a tentative course calendar for 1980. Section III lists the 24 training modules offered and provides the following information: brief summary of course content, prerequisites, maximum enrollment, module length, number of continuing education units earned, and level of difficulty. (Introductory, intermediate, and advanced modules are offered as well as modules covering a complete subject in one training session). Modules cover a variety of management and administrative topics including community and intra-hospital relations, health maintenance organizations, word processing, and health law. The final section discusses college and continuing education credit for the training modules and provides information for out-of-town trainees (i.e., map of downtown Tucson and directory of hotels, motels, and restaurants near the training facility). (JH)

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Tribal Management Support Center

TRAINING SERVICES

Continuing Education System Catalog

F. Y. - 1980

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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US DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Public Health Service

Indian Health Service

TRIBAL MANAGEMENT SUPPORT CENTER

TRAINING SERVICES

ADDRESS: DHEW/PHS/HSA/IHS/ORD
TRIBAL MANAGEMENT SUPPORT CENTER
Training Services
P. O. Box 11340
Tucson, Arizona 85734
Telephone Number: FTS 8-762-6751
Commercial No. (602) 792-6751

TMSC CONTINUING EDUCATION SYSTEM

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SECTION I

TMSC CONTINUING EDUCATION SYSTEM

PROGRAM DESCRIPTION

THE MISSION OF TMSC

The Tribal Management Support Center (TMSC) serves as a national focal point for the development and advancement of tribal capabilities to man and manage health programs. TMSC provides comprehensive assistance through technical consultation, systems development, training and education in the areas of management and administration of health programs and institutions.

THE GOAL OF TMSC TRAINING SERVICES

TMSC Training Services provides training for Tribal and IHS personnel in the areas of health systems management and administration. The goal of TMSC training is to further the capabilities of Tribes and Tribal organizations to administer health programs and to continually upgrade, through training, the administrative competencies of IHS personnel.

TMSC CONTINUING EDUCATION SYSTEM

TMSC Training Services has developed a comprehensive continuing education program featuring a flexible curriculum design, training with direct application to daily job performance requirements, Continuing Education Units (CEU's), and interfacing potential with health administration and other degree programs at selected colleges and universities throughout the United States.

DEFINITIONS

1. MODULE - A complete course of classroom study which is conducted in consecutive seven hour days. Module duration varies from 14 to 35 instructional hours.

2. CONTINUING EDUCATION UNIT (CEU) - A nationally recognized measure of the value of non-collegiate based training or education. One CEU is equal to ten (10) hours of instruction. For a detailed explanation of CEU's, see Appendix A, on page 26 of this catalog.

3. CERTIFIED TMSC TRAINING PROGRAM - A pre-established course of study which, when completed, carries TMSC Training Certification. Certificates verify program completion and could be used as criteria for career upgrade, job selection or upward mobility programs.

4. ADJUNCT TRAINING STAFF - Specialists in various fields of health management and administration who are regularly asked to assist in the development and instruction of certain modules.

5. TOPICAL CONSULTANTS - Individuals whose expertise in specific areas of health management and administration is of sufficient value to be shared with training participants.

PROGRAM FEATURES

1.0. Training Flexibility

Individuals eligible for TMSC training may choose from a variety of training options depending on personal needs and career requirements.

1.1. Single Module Design: Individuals or groups who desire training in a specific skill area may wish to enroll in only one training module.

1.2 TMSC Certified Program Design: Individuals or groups who desire thorough training in a particular area of expertise may enroll in a TMSC certified training program. A certificate indicating program completion and credit earned will be awarded to each successful participant.

1.3. Specialized Module Design: Constituent groups with unique training requirements which are not directly addressed by existing TMSC training modules may wish to have special training modules designed and conducted to meet those needs. TMSC will assist the group in the design and presentation of such training.

1.4. Training Site Flexibility: While training modules will be conducted at the TMSC in Tucson, groups who find it more advantageous to receive training at an alternate location, may request on-site training through the TMSC Training Services Chief. Such requests will be honored given the availability of time and training personnel, and the satisfaction of minimum enrollment and training site requirements. (see On-Site Training Requirements and Application Procedures on page 9)

2.0. Training Applicability

Each TMSC training module has direct application to the requirements of the job category for which the module is designed. As training is received, individuals can immediately apply newly acquired expertise to the daily work routine.

3.0. Continuing Education Credit

Each TMSC training module carries a predetermined number of Continuing Education Units (CEU's). The number of CEU's awarded is based on the number of hours spent in training. Individuals may accumulate CEU's as part of a preestablished career advancement plan or for potential future college credit toward a degree program.*

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* CEU's may be used by supervisors as one method of quantifying the upward mobility progress of employees. Also, in some cases, CEU's may be translated into college credit, however, this is at the discretion of the receiving institution.

The Value of TMSC Training Programs

To accomplish the goals of TMSC Training, it is necessary that a wide variety of educational options be provided TMSC constituents.

1. The program which is currently available offers individuals the opportunity to enhance job performance skills.

2. TMSC training provides supervisors with a valuable resource for use in upward mobility planning for their employees.

3. The TMSC Training staff is currently working on a program by which selected TMSC modules will be evaluated by the American Council on Education for recommendation of college level credit value. Modules which receive ACE credit recommendations will be listed in the ACE National Guide, a useful guide for colleges and universities who wish to translate non-collegiate training into college academic credit.* Though only a recommendation of credit value, the ACE Guide is used widely by college personnel in an attempt to honor student requests for credit for non-collegiate training.

4. TMSC is working to develop relationships with colleges and universities throughout the United States which will facilitate the acceptance of TMSC CEU's for college credit. It is conceivable in the future that cooperating colleges and universities throughout the United States will award college credit toward degree programs for TMSC training.

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*The ACE Evaluation will be conducted during FY 1980.

SECTION II

TMSC CONTINUING EDUCATION SYSTEM

ENROLLMENT INFORMATION

TMSC TRAINING ENROLLMENT ELIGIBILITY CRITERIA

Persons who wish to enroll in TMSC training modules must meet at least one of the following requirements:

..... Be a member of a recognized American Indian Tribe or Tribal organization;
..... or be employed by a Tribe or Tribal organization;
..... or be an IHS or other federal employee.
..... of have special permission from the Director, TMSC.

TMSC TRAINING ENROLLMENT APPLICATION PROCEDURES

Persons who wish to enroll in TMSC training modules must do the following:

1. Begin planning at least two months prior to the starting date of the module in which they wish to enroll.

2. Insure that they have satisfied the prerequisites for the module in which they wish to enroll.

3. Obtain approval to attend TMSC training from the appropriate supervisor.

4. Complete a TMSC training application, and send it via regular or electronic mail to: (training applications are available through your Area Training Officer or from TMSC Training Services)

   DHEW/PHS/HSA/IHS/ORD
   TRIBAL MANAGEMENT SUPPORT CENTER
   Training Services
   P.O. Box 11340
   Tucson, Arizona 85734
   Telephone: Commercial (602) 792-6751
   FTS 762-6751

   Applications must be received by TMSC Training Services at least 20 calendar days prior to the scheduled starting date of the module applied for.

   Within ten (10) calendar days after receipt of the application, TMSC will send notification regarding enrollment status. If there is space in the class, applicants will be so informed.*

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* In the event that the module which the applicant plans to attend fails to reach maximum enrollment one week prior to the starting date, it will be cancelled and each applicant will be notified by telephone.

5. Once applicants receive notification of enrollment, it is their responsibility to arrange for travel and per diem, (NOTE: Allow adaquate per diem and release time to cover travel time to and from Tucson).**

6. After completing these steps, applicants will be prepared to attend TMSC training.

** Funds for travel and per diem are not provided by TMSC. See funding source reccomendations on page nine of this catalog.

TMSC CONTINUING EDUCATION SYSTEM FUNDING

TMSC Training Services provides high quality instruction by well-trained professionals at no cost to eligible personnel.

It is the responsibility of each TMSC training participant to arrange for his or her own travel and per diem funds.

Those wishing to enroll in TMSC training modules may consider obtaining travel and per diem funding from the following sources:

TRIBAL PERSONNEL	IHS PERSONNEL
Tribal Leader/Employee Funds	Regular Training Funds
Grants and Contracts Funds	Upward Mobility Funds
Training and Technical Assistance Funds allocated through PL 93-638	Program Funds

ON-SITE TRAINING REQUIREMENTS AND APPLICATION PROCEDURES

Groups who plan to request On-Site training should consider the following:

Logistical Requirements:

1. There should be a classroom available which is well lighted, adequately furnished and of sufficient size to accommodate the projected number of enrollees for the module(s) to be presented.
2. The classroom should be equipped with a chalk board or other similar writing surface.
3. It would be helpful to have audio-visual equipment available at the training site (contact TMSC Training Services for specifications).

Enrollment Requirement:

To maximize the cost effectiveness of TMSC On-Site training, the sponsoring group should attempt to fill the module(s) with the maximum number of students.

Send On-Site Training Request forms to:

DHEW/PHS/HSA/IHS/ORD
TRIBAL MANAGEMENT SUPPORT CENTER
Training Services
P.O. Box 11340
Tucson, Arizona 85734
Telephone: FTS 762-6751
Commercial No. (602) 792-6751

The TMSC Training Services Chief will review the training calendar and make every attempt to honor your request. You will be notified as soon as a decision has been made.

TMSC TRAINING STAFF

Lawrence T. Burback — Chief, Training Services, TMSC

Mr. Burback has been a member of the TMSC staff since its inception and has been with the Indian Health Service since 1971. Prior to IHS service Mr. Burback was a teacher and administrator in the United States Trust Territories. He also served for a decade as a public school administrator in Colorado. Mr. Burback holds an MA in educational administration from the University of Northern Colorado and he has done post graduate work in the field of science education, at the University of Utah.

Dianne Kay Herron — Training Specialist, Field Administration Support Services, TMSC

Dianne Kay Herron, Training Specialist in Office Management has spent six years with the National Park Service as a Personnel Assistant before joining the Indian Health Service and TMSC. Kay received her bachelor's degree in Business Administration from the University of Arizona and is presently working on her master's degree at that same institution.

Blair R. (Bob) Jones — Computer Systems Analyst, TMSC

Bob has been with the Indian Health Service since 1974; he joined TMSC in 1978. His data processing career covers 15 years. Bob served as a Computer Programmer/Systems Analyst with the Central Intelligence Agency and Defense Nuclear Agency prior to coming to IHS. Bob's background includes extensive hardware and software experience with emphasis in management information systems. Bob is a graduate of Albuquerque Computer College and he attended American University.

William L. Katzel — Chief, Contracts & Grants Assistance Services, TMSC

Bill has been a member of the TMSC staff since its inception and has been with the Indian Health Service since 1976. Prior to his IHS service, Bill was the Regulations Officer for the United States Public Health Service where he implemented health legislation through management of the regulations process. Bill also has ten years of contracts and grants management experience with DHEW and the Department of Commerce. He holds a Bachelor of Science Degree in Business and Public Administration from the University of Maryland, with graduate work in the field of economics and statistics.

Jack L. Knight — Director, TMSC

In eighteen years of IHS service Jack has worked as a pharmacist, Administrative Officer, Chief of Program Planning and Evaluation, Assistant Area Director, and now Director of TMSC, the organization he began developing in 1976. Jack holds a Bachelor of Pharmacy degree from Samford University, a Master of Science degree in Hospital and Health Administration and a Master of Public Health degree both from the University of Alabama Medical Center. Jack is currently completing a Ph.D in Higher Education and Public Administration at the University of Arizona.

George H. Lomayesva — Training Specialist, Training Services, TMSC

George has been with the Indian Health Service since August, 1975. He joined the TMSC staff in October, 1979. Prior to IHS service, George made a career with the U. S. Air Force. His background in administrative management was gained within the high levels of the Air Force during four separate tours of specialized assignment. Later in his career, he served duty as a First Sergeant. In this capacity, he managed various unit activities and exercised general supervision over assigned airmen personnel. His ability to mesh his leadership and management capabilities in the service has earned him many awards for meritorious service. In addition to college level GED, George has attended Northern Arizona University, Eastern Washington State and Pima Community College. During his experience, George received 300 hours of formal management training.

Kenneth R. Nelson — Chief, Field Administration Support Services, TMSC

Ken has over twenty years of highly successful federal service and has been with TMSC since shortly after it was initiated. He holds a Bachelor of Science Degree from Havenford College, a M.S.H.A. from Columbia University and he has done post graduate work at several other schools around the country. He has a great deal of experience as a Hospital and Nursing Home Administrator, Program Planning Officer, IHS Administrative Officer and Service Unit Director. Just prior to coming to Tucson, he served four years as Chief of Party for the John F. Kennedy Hospital PASA Team in Monrovia, Liberia. At one time, Ken was also licensed as a Certified Public Accountant in the State of Alabama.

Godfrey H. Padayao — Administrative Officer/Logistical Specialist, TMSC

Godfrey joined the Indian Health Service in 1960 as a Clerk-Typist. He was soon promoted to Supply Clerk and later to General Services Assistant. Following a two year break in federal service to complete his education, Godfrey returned as Property and Inventory Management Specialist for the Alaska Area Native Health Service in Anchorage. He next served as Administrative Officer for the PHS Indian Hospital in Tuba City, Arizona. Prior to joining the TMSC Staff in 1977, Godfrey was a Procurement Advisor in Monrovia, Liberia, West Africa. Godfrey holds a bachelor's degree in History and Political Science from St. Mary's College in Moraga, California.

Jeanelle M. Raybon — Secretary to the Director, TMSC
Electronic Word Processing Trainer

Jeanelle joined the Indian Health Service in 1973. Since coming to TMSC as Staff Assistant, Jeanelle has served as Secretary to the Director, and trainer for CHR and First Aid courses. She is also involved in Word Processing Training. In 1977, Jeanelle received a citation for "Superior Work Performance" from the Chief, CHR Training. Jeanelle is currently completing an Associate Degree in Business from Pima Community College in Tucson. She has also attended Northern Arizona University and the University of Arizona.

E. W. Smith, Jr. — Chief, Information Systems Services, TMSC

Mr. Smith graduated from Georgia Tech in 1960 with a bachelor's degree in Electrical Engineering. Since 1960, he worked primarily in private industry in many diverse engineering positions, including research and development, design, operations, marketing, field support and administration. He served as a Field Engineer on B-52 radar systems and Design Engineer on Army. Electromagnetic Spectrum Research, Lead Engineer on NASA's Surveyor Space Program, Design Engineer for the Federal Water Pollution Control Administration, Data Base Manager for DOD's Frequency Management Program, Chief of Engineering for DOD's Electronic Warfare Program and Project Manager for Computer Business Systems and Health Care Systems. Mr. Smith joined IHS in 1976 and served on the PCIS project. In 1977, he was appointed Manager of the TRAIS project.

ADJUNCT TRAINING STAFF

In addition to the above individuals, many persons from IHS Area Offices, IHS Headquarters and other government agencies, throughout the country are called upon to aid in the training effort by sharing their expertise in various training modules. This contact between individuals who are learning and those who are working in the field is a valuable aspect of TMSC training.

TOPICAL CONSULTANTS

Occasionally it is desirable to involve individuals from outside the Federal Government who have expertise in specialized areas of health management and administration. This process adds to the value and applicability of the material presented during training.

TMSC TENTATIVE TRAINING CALENDAR

Dates	Course Number	Course Name
March 31, 1980 - April 4, 1980	HR 400	Community and Intra-Hospital Relations
April 7-11, 1980	HPS 400	Health Services Property and Supply Systems
April 14-18, 1980	OMA 400	Office Management and Administration
April 21-25, 1980	HSP 400FA	Health Services Personnel Administration (Federal)
April 21-25, 1980	CPA 400	Contract and Procurement Administration
April 29, 1980 - May 1, 1980	MAN 300	Leadership in Management
May 7-8, 1980	MAN 300	Project Officer/Director Seminar
May 12-16, 1980	HSP 400FB	Health Services Personnel Administration (Federal)
May 24-27, 1980	PSA 400	Professional Standards and Assessment in the Health Fields
June 2- 6, 1980	HP 400	Health Planning
June 9-13, 1980	HCA 400	Health Care Administration
June 16-20, 1980	OMA 400	Office Management and Administration
June 24-25, 1980	MAN 100	Essentials of Management
July 7-11, 1980	CPA 400	Contract and Procurement Administration
July 15-18, 1980	TT 400	Training The Trainer
July 22-25, 1980	HSP 400FC	Health Services Personnel Administration (Federal)
July 29-31, 1980	MAN 300	Leadership in Management
August 4- 8, 1980	HBS 400	Health Services Budgeting Simulation
August 12-13, 1980	POS 400	Project Officer/Director Seminar
August 19-21, 1980	WP 400	Advanced Word Processing
August 25-29, 1980	HP 400	Health Planning
September 8-12, 1980	HSPT 400	Health Services Personnel Administration (Tribal)

The remainder of the schedule for the fiscal year will be announced.

TMSC CONTINUING EDUCATION SYSTEM

SECTION III

MODULE DESCRIPTIONS

TMSC TRAINING SERVICES MODULES

NUMERICAL LISTING

Each module listed below is briefly described on the following pages.

MAN	100	-	Essentials of Management
WP	100	-	Essentials of Word Processing
CHS	100	-	Contract Health Services Training Development
HMO	100	-	Health Maintenance Organizations
MAN	200	-	Principles of Management
WP	200	-	Intermediate Word Processing
MAN	300	-	Leadership in Management
WP	300	-	Advanced Word Processing
HR	400	-	Community and Intra-Hospital Relations
CPA	400	-	Contract and Procurement Administration
HB	400	-	Health Services Budgeting Simulation
HCA	400	-	Health Care Administration
HFD	400	-	Health Facilities Development
HHM	400	-	Hospital Housekeeping Management
HP	400	-	Health Planning
HSP	400FA	-	Health Services Personnel Administration (Federal)
HSP	400FB	-	Health Services Personnel Administration (Federal)
HSP	400FC	-	Health Services Personnel Administration (Federal)
HSP	400T	-	Health Services Personnel Administration (Tribal)
LAW	400	-	Hospital and Health Law
OMA	400	-	Office Management and Administration
POS	400	-	Project Officer/Director Seminar
PSA	400	-	Professional Standards and Assessment in the Health Fields
TT	400	-	Training The Trainer

MODULE NUMBERING SCHEME

The numbering scheme used by TMSC Training Services is designed to give an indication as to the depth of coverage of the material in the module. This numbering scheme is explained below.

A. 100 level: Essentials training, designed to provide a solid foundation of knowledge to build upon through further training.

B. 200 level: Intermediate training, often building directly upon training offered in corresponding 100 level modules.

C. 300 level: Advanced training representing the culmination of training in the subject area.

D. 400 level: These modules cover a complete subject in one training sequence. They typically include an introduction to the fundamentals of the subject, in depth coverage of the important elements of the subject and often a practical exercise which facilitates the use of the knowledge gained.

TMSC MODULE DESCRIPTIONS

MODULE NUMBER/TITLE: MAN. 100 - Essentials of Management

DESCRIPTION: This module covers the nature of management, planning, organizing, controlling and standards of performance and appraisal.

MAXIMUM ENROLLMENT: 20 students

MODULE LENGTH: 14 hours

CREDIT VALUE: 1.4 CEU's

MODULE NUMBER/TITLE: WP 100 - Essentials of Word Processing

DESCRIPTION: This module covers the essential concepts, procedures and practical exercises necessary for the basic operation of word processing equipment.

MAXIMUM ENROLLMENT: 6 students

MODULE VALUE: 14 hours

CREDIT VALUE: 1.4 CEU's

MODULE NUMBER/TITLE: CHS 100 (A)(B)(C)(D) - Contract Health Services

DESCRIPTION: These modules are designed to provide the participant with a basic understanding of the principles, intent, and organization of the Contract Health Services Program.

PREREQUISITE: This course has been structured in several different modules, each structured to meet the basic needs of a particular participating group as follows:

CHS 100A: Area Directors, Area Executive Officers and their Tribal Counterparts.

CHS 100B: Contract Health Services Officers and their Tribal Counterparts.

CHS 100C: Service Unit Directors, Administrative Officers and their Tribal Counterparts.

CHS 100D: Contract Health Services Clerks and their Tribal Counterparts.

MAXIMUM ENROLLMENT:	20 students
MODULE LENGTH:	30 hours
CREDIT VALUE:	3 CEU's

MODULE NUMBER/TITLE:	HMO 100 - Health Maintenance Organizations
DESCRIPTION:	This module is designed to provide the participants with a basic understanding of the concepts of Health Maintenance Organizations.
PREREQUISITE:	This basic module is presented in several different modes to meet the specific needs of the particular participating group. Its target population is Indian Health Service Unit Directors and Administrative Officers, and other selected IHS and Tribal personnel, with an interest and need for increased knowledge of Health Maintenance Organizations.
MAXIMUM ENROLLMENT:	20 students
MODULE LENGTH:	30 hours
CREDIT VALUE:	3 CEU's

MODULE NUMBER/TITLE:	Man 200 - Principles of Management
DESCRIPTION:	This module builds on the fundamentals of management, taught in MAN 100, through the introduction of communication, motivation and decision making.
MAXIMUM ENROLLMENT:	20 students
MODULE LENGTH	21 hours
CREDIT VALUE	2.1 CEU's

MODULE NUMBER/TITLE:	WP 200 - Intermediate Word Processing
DESCRIPTION:	This module covers word processing functions such as basic glossary creation and usage, Mathpak option, and WANG Sort Option.
PREREQUISITES	This module is intended for "key WANG operators" who have completed WP 100, Essentials of Word Processing, or equivalant training.
MAXIMUM ENROLLMENT:	6 students
MODULE LENGTH	21 hours
CREDIT VALUE	2.1 CEU's

MODULE NUMBER/TITLE:	MAN 300 - Leadership in Management
DESCRIPTION	This module covers techniques of effective leadership such as the nature of leadership, knowledge of employees, understanding personality and behavior, improving three-way communications, maintaining effective discipline, handling complaints and grievances, guiding and developing employees and building job satisfaction and morale.
MAXIMUM ENROLLMENT:	20 students
MODULE LENGTH:	21 hours
CREDIT VALUE:	2.1 CEU's

MODULE NUMBER/TITLE:	WP 300 - Advanced Word Processing
DESCRIPTION:	This module builds on WP 200 with additional training in the use of glossaries, the combined use of Mathpak and WANG Sort options and an introduction to the latest innovations in WANG word processing technology.
PREREQUISITES:	This module is designed for "key operators" and should be taken only after completion of WP 100 and WP 200 or equivalant training.
MAXIMUM ENROLLMENT:	6 students
MODULE LENGTH:	21 hours
CREDIT VALUE:	2.1 CEU's

MODULE NUMBER/TITLE:	HR 400 - Community and Intra-Hospital Relations
DESCRIPTION:	This module covers the dynamics of community-hospital and intra-hospital relations, organization and people, the Board, uniqueness of IHS hospitals.
MAXIMUM ENROLLMENT:	20 students
MODULE LENGTH	35 hours
CREDIT VALUE:	3.5 CEU's

MODULE NUMBER/TITLE: CPA 400 - Contract and Procurement Administration

DESCRIPTION: This module traces the historical development of contracting, small purchases, grants, and cooperative agreements and follows the acquisition of services and materials for health programs.

MAXIMUM ENROLLMENT: 15 students

MODULE LENGTH: 35 hours

CREDIT VALUE: 3.5 CEU's

MODULE NUMBER/TITLE: HBS 400 - Health Services Budgeting Simulation

DESCRIPTION: This module offers a budgeting simulation exercise practical experience in applying the following skills to budget preparation: organization and management of IHS facilities, federal budget process, preparing budget reports, Indian community health problems, federal personnel system, the planning and budgeting process.

MAXIMUM ENROLLMENT: 20 students

MODULE LENGTH: 35 hours

CREDIT VALUE: 3.5 CEU's

MODULE NUMBER/TITLE: HCA 400 - Health Care Administration

DESCRIPTION: This module covers the background of health care delivery in the United States; national, state and local approaches to health care; new values in health development; health care institutions; health care financing; and perfecting health care.

MAXIMUM ENROLLMENT: 20 students

MODULE LENGTH: 35 hours

CREDIT VALUE: 3.5 CEU's

MODULE NUMBER/TITLE: HFD 400 - Health Facilities Development

DESCRIPTION: This module covers the indroduction to health facilities planning, project development, and maintenance management.

MAXIMUM ENROLLMENT: 15 students

MODULE LENGTH: 28 hours

CREDIT VALUE 2.8 CEU's

MODULE NUMBER/TITLE: HHM 400 - Hospital Housekeeping Management

DESCRIPTION: This module provides an overview of the responsibilities of the hospital housekeeping manager, program planning and management, orientation to the disease process, safety methods and techniques, special cleaning requirements, housekeeping personnel training and interior decorating.

MAXIMUM ENROLLMENT: 20 students

MODULE LENGTH: 35 hours

CREDIT VALUE: 3.5 CEU's

MODULE NUMBER/TITLE: HP 400 - Health Planning

DESCRIPTION: Basic elements of health planning are covered including program planning, operational planning, health facilities planning and program evaluation.

MAXIMUM ENROLLMENT: 20 students

MODULE LENGTH 35 hours

CREDIT VALUE 3.5 CEU's

MODULE NUMBER/TITLE: HPS 400 - Health Services Property and Supply Systems

DESCRIPTION: This module provides an indepth study of laws, regulations, organization of the Federal Government, management of personal and real property, supply management, warehousing storage and distribution and EDP reports.

MAXIMUM ENROLLMENT: 20 students

MODULE LENGTH: 35 hours

CREDIT VALUE: 3.5 CEU's

MODULE NUMBER/TITLE:	HSP 400FA - Health Services Personnel Administration, (Federal)
DESCRIPTION:	This module is the first in a series developed to acquaint the federal employee with the functions and services of personnel administration. Areas of coverage include; the history and role of the federal personnel system, recruitment and staffing, personnel records and reports, employee standards and appraisal, and adverse actions and grievance procedures
PREREQUISITES:	This module is recommended for federal employees; however, tribal members are encouraged to enroll if they find benefit in gaining a better understanding of the federal personnel system.
MAXIMUM ENROLLMENT:	20 students
MODULE LENGTH:	35 hours
CREDIT VALUE:	3.5 CEU's

MODULE NUMBER/TITLE:	HSP 400FB - Health Services Personnel Administration, (Federal)
DESCRIPTION:	This module is the second in the series. This module builds on HSP 400FA with coverage of employee benefits, employee development, recognition and incentives, and special conditions and restrictions.
MAXIMUM ENROLLMENT:	20 students
PREREQUISITES:	(See HSP 400FA, above)
MODULE LENGTH:	35 hours
CREDIT VALUE:	3.5 CEU's

MODULE NUMBER/TITLE:	HSP 400FC - Health Services Personnel Administration, (Federal)
DESCRIPTION:	This module is the third in the series. Included in this module are position classifications, pay management, and the commissioned corps.
PREREQUISITES:	(See HSP 400FA, above)
MAXIMUM ENROLLMENT:	20 students
MODULE LENGTH:	35 hours
CREDIT VALUE:	3.5 CEU's

MODULE NUMBER/TITLE:	HSP 400T - Health Services Personnel Administration, (Tribal)
DESCRIPTION:	This module, designed specifically for Tribal personnel, provides an understanding of standard personnel practices. It is generic in nature, not specifically applicable to the federal personnel system. The module includes the responsibility of management in recruitment and staffing; records; classification and pay; employee benefits; recognition and incentives; employee development; standards and appraisal; adverse actions; grievance procedures and special conditions.
PREREQUISITES:	This module is specifically designed for Tribal members. Other eligible individuals are encouraged to enroll if they find benefit in a generic approach to the personnel function. (NOTE: Enrollment priority will be given to tribal members and tribal employees.)
MAXIMUM ENROLLMENT:	20 students
MODULE LENGTH:	35 hours
CREDIT VALUE:	3.5 CEU's

MODULE NUMBER/TITLE: LAW 400 - Hospital and Health Law

DESCRIPTION: The aspects of health law covered in this module include development and organization of the law, legal relationships between the U.S. Government and the American Indian, Indian health authorities, legal aspects of government and personnel liabilities, human resource topics, and pending legislation.

MAXIMUM ENROLLMENT: 15 students

MODULE LENGTH: 35 hours

CREDIT VALUE: 3.5 CEU's

MODULE NUMBER/TITLE: OMA 400 - Office Management and Administration

DESCRIPTION: This module covers management of forms, records, mail, space, transportation and travel, correspondence and manual issuances, and communication control.

MAXIMUM ENROLLMENT: 15 students

MODULE LENGTH: 35 hours

CREDIT VALUE: 3.5 CEU's

MODULE NUMBER/TITLE: POS 400 - Project Officer/Director Seminar

DESCRIPTION: This seminar covers cooperative agreements, contracts, and grants, with emphasis on Project Officers and Project Directors. Participants are encouraged to share federal assistance problems for group discussion and resolutions.

MAXIMUM ENROLLMENT: 15 students

MODULE LENGTH: 14 hours

CREDIT VALUE: 2.4 CEU's

MODULE NUMBER/TITLE: PSA 400 - Professional Standards and Assessment in the Health Fields

DESCRIPTION: This module covers hospital accreditation programs, utilization review and medical audit, quality assurance programs, professional standards review organization.

MAXIMUM ENROLLMENT: 15 students

MODULE LENGTH: 28 hours

CREDIT VALUE: 2.8 CEU's

MODULE NUMBER/TITLE: TT 400 - Training The Trainer

DESCRIPTION: This module has been developed primarily for the new instructor or training officer who lacks specific background in course development. The module includes techniques of assessing training needs, writing performance objectives, developing course content, selection and use of training aids, development of materials presentation skills.

MAXIMUM ENROLLMENT: 15 students

MODULE LENGTH: 35 hours

CREDIT VALUE: 3.5 CEU's

MODULE NUMBER/TITLE: WPT 100-400 - Word Processing Training

DESCRIPTION: A number of word processing training courses for operators, trainers, supervisors and managers are in the process of being developed. Immediate information regarding these modules will be distributed by memoranda as they are completed and implemented.

As with all other modules that are developed and added to the TMSC Training inventory, you will be sent supplemental sheets for this catalog.

MAXIMUM ENROLLMENT:

MODULE LENGTH:

CREDIT VALUE:

SECTION IV

TMSC CONTINUING EDUCATION SYSTEM

APPENDICES

APPENDIX A

THE CONTINUING EDUCATION UNIT

The Continuing Education Unit (CEU), is a widely recognized unit of educational accomplishment. It is awarded by private training organizations, colleges and other groups to individuals who successfully complete various training seminars and education courses.

The CEU is officially defined as: TEN CONTACT HOURS OF PARTICIPATION IN AN ORGANIZED CONTINUING EDUCATION EXPERIENCE UNDER RESPONSIBLE SPONSORSHIP, CAPABLE DIRECTION AND QUALIFIED INSTRUCTION.

Using the CEU as a measure of training and/or educational achievement offers several distinct advantages in the area of professional development.

1. Organizations can maintain uniform, confidential records of individual achievement in the area of professional development education.

2. The resulting record of professional development may serve as a means of evaluating individuals for job advancement, merit pay increases, and other incentive programs.

3. The CEU stands as a nationally recognized, standard of achievement and the formal recording of CEU accumulation can be used as an official confirmation of training and/or education received (Official Transcript).

4. The systematic accumulation and formal recording of CEU's is in itself an incentive for individuals who have set long-range personal and occupational goals.

5. CEU's offer the potential for translation into college credit at various colleges and universities throughout the country.

In accordance with the above definition, Tribal Management Support Center, Training Services will measure all training module completion in CEU's. An Official Transcript of CEU accumulation will be maintained by TMSC Training Services for the use and benefit of each individual who participates in TMSC training.

APPENDIX B

American Council on Education Credit Recommendation Program

This segment of TMSC Training Services is still in the planning stage. During the first part of FY 1980, the TMSC Training Services will devote considerable time to the modification and updating of selected modules in the catalog for evaluation by the American Council on Education.

Once a module has been approved by ACE for a specific number of academic credits, it will be published in the National Guide to assist college officials in assessing the applicability of applying credit earned by completing credit courses to a given program of study at a particular college. It should be noted that each receiving institution is free to accept, modify or reject the American Council in Education's recommendations as it might see fit; however, ACE's references are recognized by a number of colleges and universities across the nation.

APPENDIX C

Hotel/Motel/Restaurants in the Tuscon Downtown Area

HOTEL/MOTEL IN OR NEAR THE DOWNTOWN AREA

Hotel/Motel	Approximate Cost
Desert Inn 1 North Freeway Tucson, Arizona (602) 624-5571	$22.00 - $32.00 G*
Executive Inn 333 West Drachman Tucson, Arizona 85705 (602) 623-5781	$20.00 - $35.00 G*
Flamingo Motor Hotel 1300 North Stone Tucson, Arizona (602) 624-5571	$18.00 - $24.00
Franciscan Inn 1165 North Stone Tucson, Arizona (602) 623-4381	$18.00 - $24.00 G*
Hilton Inn 1601 Miracle Mile Tucson, Arizona 85705 (602) 624-8541	$22.00 - $34.00 G*
Holiday Inn of Tucson, South 1010 South Freeway Tucson, Arizona (602) 623-0371	$22.00 - $25.00 G*

*G - Government Rates on Request
Rates may vary depending on "season" and number of people in rooms.

HOTEL/MOTEL IN OR NEAR THE DOWNTOWN AREA

Hotel/Motel	Approximate Cost
La Quinta Motor Inn St. Mary's and I-10 Tucson, Arizona (602) 624-2761	$20.00 - $25.00 G*
Marriott Hotel 180 West Broadway Tucson, Arizona (602) 624-8711	$45.00 - $65.00 G*
Ramada Inn 404 North Freeway Tucson, Arizona (602) 624-8341	$21.00 - $25.00 G*
Royal Inn of Tucson 1015 North Stone Tucson, Arizona (602) 624-8771	$24.00 - $30.00 G*
Sahara Motor Inn 919 North Stone Tucson, Arizona (602) 622-3541	$22.00 - $25.00
Santa Rita Hotel 109 South Scott Tucson, Arizona (602) 791-7581	$26.00 - $30.00 G*
Sheraton Pueblo 350 S. Freeway Tucson, Arizona (602) 622-6611	$45.00 - $50.00 G*

*G - Government Rates on Request
Rates may vary depending on "season" and number of people in rooms.

HOTEL/MOTEL IN OR NEAR THE DOWNTOWN AREA

Hotel/Motel	Approximate Cost
Travelodge Newton's 222 South Freeway Tucson, Arizona (602) 791-7511	$18.00 - $24.00 G*
Tucson Inn Motor Hotel 127 West Drachman Tucson, Arizona (602) 624-8531	$15.00 - $20.00 G*

*G - Government Rates on Request
Rates may vary depending on "season" and number of people in rooms.

MOTELS ON MAIN BUS ROUTES LEADING TO THE DOWNTOWN AREA

Motel	Address
Executive Inn	333 West Drachman
Flamingo Motor Hotel	1300 North Stone
Hilton Inn	1601 North Miracle Mile
Royal Inn of Tucson	1015 North Stone
Sahara Motor Inn	919 North Stone
Tucson Inn	127 West Drachman

AREA MOTEL/HOTEL WITH RESTAURANTS

Motel/Hotel	Address	Dinner Price
Desert Inn Motor Hotel	1 North Freeway	(M)*
Executive Inn	333 West Drachman	(I)*
Flamingo Motor Hotel	1300 North Stone	(M)*
Hilton Inn	1601 North Miracle Mile	(M)*
Holiday Inn South	1010 South Freeway	(M)*
Marriott Hotel	180 West Broadway	(M-X)*
Newton's Tucson Sands	222 South Freeway	(M)*
Ramada Inn	404 North Freeway	(I)*
Royal Inn of Tucson	1015 North Stone	(I)*
Santa Rita Inn	109 South Scott	(I-M)*
Sheraton Pueblo	350 South Freeway	(I-M)*

*Dinner Price Key: X - Expensive ($8.00 and up)
M - Moderate ($4.00 - $8.00)
I - Inexpensive (under $4.00)

RESTAURANTS WITHIN WALKING DISTANCE OF THE DOWNTOWN TUCSON AREA

Restaurant	Address	Telephone Number	Dinner Price
Angelo's Deli	100 Block North Church		(M)*
Brown Bag	La Placita Village	(602) 624-0735	(I)*
Cushing Street Bar	343 South Meyer Avenue	(602) 622-7984	(M)*
Desert Inn	1 North Freeway	(602) 624-8151	(M)*
El Adobe	40 West Broadway	(602) 791-7458	(M)*
El Charro	311 North Court Avenue	(602) 622-5465	(M)*
Erv's Deli	La Placita Village		(I)*
Gyro Taverna	La Placita Village	(602) 624-2316	(X)*
Happy Taco	La Placita Village	(602) 622-0593	(I)*
Marriott Hotel	180 West Broadway	(602) 624-8711	(X)*
Newton's Travelodge	222 South Freeway	(602) 791-7511	(M)*
Rallis Pub	177 North Church	(602) 624-0915	(M)*
Samaniego House	La Placita Village	(602) 792-0785	(M)*
Santa Rita Inn	109 South Scott	(602) 791-7581	(M)*
Sizzler Steak House	470 West Congress	(602) 623-2888	(M)*
Tucson Ramada Inn	404 North Freeway	(602) 624-8341	(M)*

*Dinner Price Key: X - Expensive ($8.00 and up)
M - Moderate ($4.00 - ($8.00)
I - Inexpensive (under $4.00)

RESTAURANTS ON DRACHMAN

Sambo's	(I)*
Pepper Mill	(X)*
Packem Inn	(M)*
Shakees Pizza	(I)*

RESTAURANTS ON NORTH STONE AVENUE

Jerry's	(M)*
Helsings	(M)*

RESTAURANTS ON WEST CONGRESS

Sizzlers Steak House	(M)*

*Dinner Price Key: X - Expensive ($8.00 and up)
M - Moderate ($4.00 - $8.00)
I - Inexpensive (under $4.00)

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Tucson's Downtown Convention Hotel Facilities with 50 Rooms or more

Tucson Convention Bureau
260 S. Church P.O. Box 5547 Tucson, AZ 85703 (602) 791-4768